

B0079: Service Award Eligibility Report

The Service Award Eligibility Report is designed to show employees who have years of service in increments of 5 years up to 50 years – including those that will have that 5 year increment of service during the whole year. For example, if the report is run for February, some employees will not officially have 5 or 10 or 30 years of service until September or even December; their information should still appear on the report. This report uses the Agency's headcount for the current month as an employee base. It then will show the employees who will be eligible for an award any time within 12 months of the user's selected input month. Using the agency's current month headcount allows the agency to see projected service awards for employees that did not belong to them previously but are now part of the agency's current headcount.

NOTE: Eligibility projections are based on the last known length of service (LOS) value provided by Time Eval. If there were any errors in the Time Eval process, this would affect what you may see listed as the employee's Estimated Months of Service. Time Eval generally give us the Months of Service accrual once Time Entry has been approved through mid-month. If the current month is selected for the Calendar Month/Year input and this report is run prior to mid-month, the Estimated Months of Service value may not reflect the updated value for the current month.

* Filter on:

B0079: Service Award Eligibility

Variable Entry

Available Variables: [Show Variable Personaliza](#)

General Variables		
Variable	Current Selection	Description
* Calendar Month/Year (Single Value, N	02/2012	FEB 2012
* Organizational Unit	+20000000(00RGUN	20000000 State of North Carolina
Employee(s) PersNo. (Optional)		

*Report

Org Unit	Employee's Name	Employee	Position	Estimated Mths of Svc Based on FEB 2012	Estimated Years of Service at Next Award	Estimated Number of Months Until Award
2000000 State of NC	DOE, JANE	12345678	61111111 Accountant II	176	15	4
2000000 State of NC	DOE, JOHN	23456789	62222222 Business Tech Analyst	56	5	4
2000000 State of NC	SMITH, JANE	34567890	63333333 Systems Analyst	173	15	7
2000000 State of NC	SMITH, JOHN	45678901	64444444 State Mgmt Analyst	49	5	11

B0079: Service Award Eligibility Report

<p>* Initial Selection Criteria</p> <ul style="list-style-type: none">▼ Columns<ul style="list-style-type: none">▪ Key Figures▼ Rows<ul style="list-style-type: none">▪ Org Unit▪ Employee's Name▪ Employee▪ Position <p>* Additional Selection Criteria</p> <ul style="list-style-type: none">▼ Free characteristics<ul style="list-style-type: none">▪ Agency Hire Date▪ Employee Group▪ Employee Subgroup▪ Job▪ Job Branch▪ Job Family▪ Original Hire Date	<ul style="list-style-type: none">• This report pulls from IT0001 – Organizational Assignment, IT0002 – Personal Data and IT0000. You run this report for one or multiple Organizational Units and Employees. You can use Free Characteristics to add additional data to the report.• ‘Columns’ and ‘Rows’ show the field selections that are displayed on the report.• ‘Free Characteristics’ show the additional field selections that can be dragged and dropped in and out of the report.• This report lets you view employees who are due a service award any time within 12 months of the selected month.
---	--